

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, June 15, 2020, 6:30 pm

MINUTES

Mission Statement:

We will have the space and the stuff to do the things that you want.

Our Values: Safe & welcoming; Trust; Diversity; Fun; Lifelong learning and creativity; Making connections; Service excellence

1. Call to Order at 6:32 p.m.

Present: Anne Hartwick, Jaime Weigel, Brienne Diebolt-Brown, Jim Winship, Kathy Retzke, Lisa Dawsey-Smith, Doug Anderson

Alternates Present: Steve Smith, Jennifer Motszko

Absent:

Staff: Stacey Lunsford, Diane Jaroch, Torrie Thomas, Deana Rolfsmeyer

2. Election of Officers

- a) Jaime Weigel, as Chair of the Board Development Committee, nominated the following people for officer positions:

Anne Hartwick - President

Jim Winship - Vice President

Jaime Weigel - Secretary

Kathy Retzke - Treasurer

MSC Doug Anderson/Brienne Diebolt-Brown to approve the nominations for the election of officers

Ayes: Anne Hartwick, Jaime Weigel, Brienne Diebolt-Brown, Jim Winship, Kathy Retzke, Lisa Dawsey Smith, Doug Anderson

Nays: None

3. Review of Committee Charters and Appointment of Members For 2020-2021

- a) The board will review the charters and appoint new members for the upcoming year.

1. Board Development Committee

i. No changes to the charter

ii. Jaime Weigel will serve as Chair, Steve Smith will serve as a member

2. Evaluation Committee

i. No changes to the charter

- ii. Anne Hartwick will serve as the senior member, Brienne Diebolt-Brown as the junior member, and Kathy Retzke will serve as the freshman member
3. Marketing Committee
- i. The Committee recommends making the following changes to the charter:
 - a. Rename the “Marketing Committee” to “Library Expansion Committee”
 - b. The purpose will now be “to provide guidance in the design of the expansion of the Irving L. Young Memorial Library”
 - c. Change the wording from “new library” to “expanded library”
 - ii. Jim Winship will serve as Chair. Brienne Diebolt-Brown, Doug Anderson, and Jennifer Motszko will serve as members.

MSC Jim Winship/Brienne Diebolt-Brown to approve the revised Committee charter for the Library Expansion Committee

Ayes: Anne Hartwick, Jaime Weigel, Brienne Diebolt-Brown, Jim Winship, Kathy Retzke, Lisa Dawsey-Smith, Doug Anderson

Nays: None

4. Consent Agenda

- a) Approval of Minutes of the May 18, 2020 regular meeting*
- b) Acknowledgment of Receipt of Financial Reports*
- c) Approval of Payment of Invoices for May 2020*
- d) Acknowledgment of Receipt of Statistical Reports for May 2020*
- e) Acknowledgment of Receipt of Treasurer’s Reports for May 2020*
 - 1. Jim recommended educating the new Trustees about the various documents that comprise the Consent Agenda.
 - 2. Anne suggested going over one report in detail per month beginning at next month’s meeting.

MSC Jim Winship/Brienne Diebolt-Brown to approve Consent Agenda

Ayes: Anne Hartwick, Jaime Weigel, Brienne Diebolt-Brown, Jim Winship, Kathy Retzke, Doug Anderson

Nays: None

Abstained: Lisa Dawsey-Smith

5. Hearing of Citizen Comments

- a. No formal Library Board action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three-minute speaking period. Specific items listed on the agenda may not be

discussed at this time; however, citizens are invited to speak to those specific issues at the time the Library Board discusses that particular item.

6. Old Business- Discussion on Adding Wi-Fi Hotspots to The Library Collection

Information from other libraries in Bridges on costs are that they spend \$120 per year per hotspot for data. We would be able to get some initial hotspots through a grant.

Over the years that other libraries have had them, these are the most commonly mentioned pros and cons:

- Pros: Very popular. They are always checked out.
- Cons: Some patrons try to work the system so that the hotspots are continually being checked out to the same handful of people in a given community. Some of the hotspots were catching on fire a few years ago. If a patron refuses to return a hotspot, Mobile Beacon/Sprint must be contacted and the data turned off for that unit's contract.

The cost per circulation is \$2.40. In comparison, an extremely popular DVD's cost per circulation is about \$0.53.

- It was shared by Kathy and Jaime that there is a need for mobile hotspots in the community, especially for school-age families. This was made more apparent with recent school closures.
- Questions were raised about how to fund hotspots in the budget; Stacey projects a sharp drop in reimbursements from the county in 2022.
- Questions were asked about the efficacy of the hotspots and data; Jaime shared that her family used a Kajeet hotspot from the Milton School District and it was not sufficient for her family's needs.
- Jim asked Brienne if the City was still pursuing city-wide Wi-Fi, she didn't know but was going to follow up with City Council about it.
- Kathy is going to follow up with the IT department at the Whitewater Unified School District about the district's hotspots and report back next month.
- Lisa suggested that the Library should apply for a Whitewater Community Foundation grant to cover the cost of the data plans for the first year.

MSC Kathy Retzke/Lisa Dawsey-Smith to obtain five mobile hotspots through the grant and pay for the data plans.

Ayes: Anne Hartwick, Jaime Weigel, Brienne Diebolt-Brown, Jim Winship, Kathy Retzke, Lisa Dawsey-Smith, Doug Anderson

Nays: None

7. New Business

7.I. Review and Re-Approval of Patron Privacy and Confidentiality Policy

MSC Jim Winship/Lisa Dawsey-Smith to re-approve the Patron Privacy and Confidentiality Policy

Ayes: Anne Hartwick, Jaime Weigel, Brienne Diebolt-Brown, Jim Winship, Kathy Retzke, Lisa Dawsey-Smith, Doug Anderson

Nays: None

8. Staff & Board Reports

6.I. Director's Report ~ see attached

- Stacey reported on the Alliance of Public Libraries meeting that she attended on June 12th: the Library will continue to use Hoopla in 2021, suspend the movie license for next year as they will not be able to show movies in the community room during COVID-19, there will be a virtual Trustee appreciation meeting in October.
- Stacey shared that there will be a few, minor changes to procedures based on the soft opening.

6.II. Adult Services Report ~ see attached

- Diane started a virtual gardening programming today; the next program will be about cat-friendly plants.
- Diane also reported that Bridges Library System is ahead of the game state-wide; 87 out of 407 libraries in WI are now opened, we are the only system doing daily deliveries and have turned on home notifications.

6.III Youth Educational Services Report ~ see attached

- Deana reported that the Beanstalk website has launched and families are now able to sign up for the summer reading program.
- Summer programming will be offered through Facebook, Zoom, and Kahoot.
- Lisa shared the Beanstalk app was difficult to navigate as a parent.

6.IV. Programming & Makerspace Librarian Report ~ see attached

- Torrie is hosting a coding club this summer for tweens using Zoom.
- She is also posting pre-recorded craft videos on Facebook and families can sign up to pick up craft kits to complete the craft at home; Kathy asked if the videos could be posted on the website. Torrie said that they could.

9. Board Reports

9.I. Update from the Board Development Committee

- Jaime reported that she and Anne met on June 5th to review the Board Development Committee charter, discuss upcoming officer vacancies, and brainstorm ways the Committee can best support the onboarding of new Trustees.

10. Board member requests for future agenda items

- Two architectural firms contacted Stacey this month; they will be added to the agenda next month. Stacey will share the information that she has received with the Board before our next meeting.

11. Confirmation of the next meeting on July 20, 2020, 6:30 p.m.

Meeting ending 7:56 p.m.

Comments in the Chat Box:

- Brienne asked when the grant proposal was due for the hotspots.

Minutes respectfully submitted by Jaime Weigel on June 15, 2020

I. ADMINISTRATION

- a. Two work orders were submitted in May
 - i. Preparation for reopening to the public on June 1:
 - 1. Covering the bubbler
 - 2. Removing empty shelving from the adult large print area
 - 3. Moving chairs and tables temporarily to the Community Room
 - ii. Lightbulbs needed to be replaced in the Spacesaver area of the staff work room

II. BUDGET

- a. The White Memorial Association Board of Directors met by conference call for their annual meeting on Monday, June 1. The board voted to distribute \$9,000 from the Lindbaum Fund and \$350 from the Book Fund to the library in 2020.

III. PERSONNEL

- a. All staff remain healthy.

IV. LIBRARY COLLECTION

- a. We are caught up on the automatic orders that were temporarily suspended during the library closure. We are up-to-date on recently released materials.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We have been posting regular updates on the library's temporary hours and services to the library's Facebook page, the library's website, the Whitewater Banner, the Daily Union, and the Whitewater Register.

VI. LIBRARY BOARD RELATIONS

- a. I have completed three orientations for new board appointees.

VII. LIAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- a. I participated in the statewide webinar on the updated Guidelines for Reopening presented by DPI on Thursday, June 4.
- b. I attended the monthly meeting of the Alliance of Public Libraries of the Bridges Library System on Friday, June 12. I will report on that meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. None

X. PANDEMIC RESPONSE

- a. We have been averaging about 14 curbside pickups per day since our soft reopening on June 1.
- b. We have averaged about 94 users per day since June 1 although that number is inflated by staff going in and out for curbside pickup and door monitoring duty.

We have had some grumbling about coming in one door and going out and around the building through the other, but it is what is recommended by DPI in their guidelines and we have allowed people with mobility issues to exit by the staff door.

Adult Services Report for the Month of May 2020

On June 5th I completed the two Gale courses I was taking in May: Keys to Effective Communication and Achieving Success with Difficult People.

The adult summer reading program has been organized and set up in Beanstack, and is ready for our launch date on June 15th.

I planned several virtual gardening programs for adults for the summer reading program. Those will be posted on our Facebook page on June 15th and 30th, at 10:00 a.m.

Workshops/Virtual Meetings/Webinars/Training Sessions Attended:

May 05: Library Staff Meeting with Stacey, Deana and Torrie

May 05: Library Staff Meeting with Deana and Torrie

May 06: Library Staff Meeting with Deana and Torrie

May 07: Bridges Circulation Meeting

May 07: Bridges Adult Services Meeting

May 12: Library Staff Meeting with Stacey, Deana and Torrie

May 12: Library Staff Meeting with Deana and Torrie

May 13: Library Staff Meeting with Deana and Torrie

May 14: Bridges Circulation Meeting

May 18: Library Board Meeting

May 19: Library Staff Meeting with Deana and Torrie

May 21: Bridges Circulation Meeting

May 21: Bridges Adult Services Meeting

May 27: Library Staff Meeting with Stacey, Deana and Torrie

May 28: Bridges Circulation Meeting

May 28: Bridges Adult Services Meeting

May 28: Meeting with Deana

May 29: Library Staff Meeting with all staff

Youth Educational Services Report 2020

Beanstack

Over the last month Diane, Torrie, and I built our Beanstack site and created the reading challenges that it will host. In addition, training videos were created and a staff cheat sheet drafted. Staff training was completed on June 8th and our site was submitted for final approval. We look forward to going live!

Paper logs were also created for each program for patrons who are not able to participate virtually.

Programs

- We are currently offering two Facebook Live storytimes per week.
- In collaboration with other Bridges youth services librarians, I created a digital escape room. We will be using these throughout the summer.

Trainings & Meetings

- Gale Course: Introduction to Microsoft Office 2019 (Complete).
- Beanstack webinar on May 21st.
- Youth Programming Palooza webinar on June 3rd.
- Bridges Youth Services meeting on May 19th.
- Bridges Teen Think Tank on May 20th.
- Whitewater LEADS on May 21st.
- Teen Think Tank on June 4th.

Programming and Makerspace Report May 2020

Activities

- Helped to create the virtual summer reading program and set up the Beanstack website.
- Created Teen Summer Challenge in Beanstack
- Created physical teen log for summer reading program for individuals who want to participate offline.
- Researched various platforms for hosting virtual library programs.
- Planned June Programs and created promotional materials.

Programs

- **Virtual Coding Club June 4th and 18th** – The goal of this virtual club is to introduce kids to the coding language JavaScript in a fun and social environment. Participants will gain access to a number of project tutorials that will teach them to create their own photo filters, memes, and more using JavaScript. Participants can register on the library’s webpage and will be sent a link inviting them to join the virtual classroom in Vidcode. Club meetings are hosted via Zoom. Recommended for ages 10 – 18. **We had 2 kids participate in the first coding session.**
- **Craft Videos / Craft Kits June 8th and 22nd** – Prerecorded craft videos will be released on Facebook on June 8th and 22nd. During those weeks, individuals can register on the library’s website to reserve a “craft kit” with materials needed to complete the activity. So far

Trainings

- Completed Gale online course The Essentials of Effective Editing
- Vidcode Virtual Coding Club Demo
- Starting a virtual coding club webinar
- Vidcode 101 webinar